

SECRET

23 MAY 1963

MEMORANDUM FOR: Chief, Administrative Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Supply Division, OL  
Chief, Transportation Division, OL  
Chief, Real Estate and Construction Division, OL

SUBJECT: Submission of Report to the President's Board of  
Consultants on Foreign Intelligence Activities

PLAN  
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1. The SPA-DD/S has requested that the Office of Logistics portion of the semi-annual report to the President's Board of Consultants on Foreign Intelligence Activities be prepared and submitted. This report will cover the period 1 October 1962 through 31 March 1963.

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D/C

2. The Planning Staff is the focal point for receiving the feeder reports from the OL components and is responsible for compiling the Office of Logistics report for approval and submission to the D/L. In order to meet the date of submission desired by the SPA-DD/S, it is requested that addressees submit their respective reports to the Planning Staff by Monday, 27 May 1963.

C/P&C BR.

C/P&O BR.

3. In general, the report submitted by each addressee should be similar to the previous report submitted in early October 1962. More specifically, each report should cover the important aspects of addressee activities and summarize accomplishments during the period. Brevity in writing these reports should be exercised.

ORIG.

4. Mr. [redacted] is the project officer on this report.

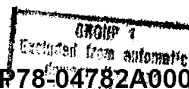
[redacted]  
Chief, Planning Staff, OL

Distribution:

- 1 - Ea Addressee
- ✓ 1 - OL/PS (Official)
- 1 - D/L

OL/PS/CL [redacted] (23 May 63)

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